



Town of Green Mountain Falls

**Fire Mitigation
Regular Advisory Board Meeting Agenda
10615 Green Mountain Falls Road
Thursday, December 3, 2020 7:00 PM**

Join Zoom Meeting:

<https://us02web.zoom.us/j/83984161866?pwd=cytweVpiY0ZYd2x1Qy9nUTBlc1hBUT09>

Meeting ID: 839 8416 1866

Passcode: 057719

REGULAR MEETING:

1. CALL TO ORDER / ROLL CALL
2. ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA
3. CONSENT AGENDA
4. NEW BUSINESS
 - a. Welcome new Committee Members
 - b. Elect Chairman, Vice Chairman, Recommend a person for Secretary
 - c. Set day per month for FMC Regular Meetings. (Example- first Thursday of each month.)
 - d. Review Ordinance 2020-03 Establishing a GMF Fire Mitigation Committee.
 - e. Open discussion of Committee Mission and preliminary overall Goals
 - f. USFS Fire Mitigation Grant – deadline is 12/11/20?
 - g. Fire Mitigation Committee DRAFT Bylaws
5. OLD BUSINESS
6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE
 - a. Todd Dixon email re: Draft Guidance for FM Committee
8. REPORTS
9. ADJOURN

**TOWN OF GREEN MOUNTAIN FALLS
ORDINANCE NO. 2020-03**

**AN ORDINANCE AMENDING CHAPTER 2 OF THE GREEN MOUNTAIN FALLS
MUNICIPAL CODE CONCERNING BOARDS, COMMITTEES, AND COMMISSIONS**

WHEREAS, the Planning Commission has a basis in state law, specifically, Part 2, Article 23, Title 31, C.R.S.;

WHEREAS, the Board of Adjustment has a basis in state law, specifically, C.R.S. § 31-23-307;

WHEREAS, as a statutory town, the Town has certain obligations regarding the Planning Commission and the Board of Adjustment;

WHEREAS, the Town has formed other boards and committees from time to time over which it has complete control;

WHEREAS, the Town desires to update its municipal code regarding boards, committees, and commissions to the extent it is authorized to do so under state law and to reorganize the same;

WHEREAS, in doing so, all current membership in the Parks and Recreation Advisory Board, the Fire Mitigation Advisory Board, and other existing Town boards, committees, or subcommittees will be terminated;

WHEREAS, with the exception of the Planning Commission and Board of Adjustment, as part of this reorganization, all seats on committees will become vacant for the new appointment of members by the Board of Trustees; and

WHEREAS, the amendments set forth herein will allow for clearer delineation of powers, duties, and authority and greater consistency regarding boards, committees and commissions.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF
THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO:**

Section 1. Article IX of Chapter 2 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

ARTICLE IX – Planning Commission

Sec. 2-221. - Purpose.

(a) The Town is a rural mountain community in a natural setting characterized by mountainsides, boulders, streams, trees and other flora indigenous to its location, altitude and climate.

(b) Buildings and other improvements within the Town exhibit a prevailing rustic aspect subordinate to the environment. Dwellings designed for

single-family residence predominate. Commercial, civic and residential activities are of a service, crafts, professional and recreational nature. It is the purpose of this Article to accomplish the preservation and enhancement of these conditions and qualities. Therefore, pursuant to the authority conferred by state statutes, there is created a Planning Commission for the Town.

Sec. 2-222. - Powers and duties.

The Planning Commission shall have the powers and duties as set forth in C.R.S. § 31-23-201, *et seq.*, as amended, including, without limitation, the duty to formulate and approve a Master Plan for the Town and to make careful and comprehensive surveys and studies of present and future growth of the Town with due regard to its relation to neighboring territories. The plan shall be made with the general purpose of guiding and accomplishing a coordinated, well-adjusted and harmonious development of the Town and its environs which will, in accordance with present and future needs, best promote the health, safety, morals, order, convenience, prosperity and general welfare as well as efficiency and economy in the process of development; including among other things adequate provision for traffic, beautification, promotion of safety from fire and other dangers, adequate provision for light and air, the promotion of healthful and convenient distribution of population, the promotion of good civic design and arrangement, wise and efficient expenditures of public funds and the adequate provision of public utilities and other public requirements. The Planning Commission shall review all proposed subdivisions, proposed zoning and such other matters relating to planning as is deemed advisable. The decisions of the Planning Commission shall be purely advisory in nature to the Board of Trustees. Upon the final adoption of the Master Plan by the Planning Commission, the same shall be presented to the Board of Trustees for its approval and the Master Plan shall be given primary consideration by the Board of Trustees. The Board of Trustees may amend or alter the Master Plan but only after the Planning Commission has had the opportunity to comment upon the proposed amendment. Any deviation from the Master Plan shall be determined to be an amendment to the Plan.

Sec. 2-223. -Membership and term.

(a) The Planning Commission shall consist of 5 members appointed by the Board of Trustees. In addition to 5 regular, voting members, one Board of Trustee member shall serve as an ex officio member of the Planning Commission and may take part in discussions but shall not vote.

(b) The term of the ex officio member shall correspond to his or her official tenure. The term of each voting member shall be 3 years or until his or her successor takes office. A voting member may be removed by the Board of Trustees upon the filing of a written statement by a member of the Board of Trustees if, after public hearing, the Board of Trustees finds the member has committed inefficiency, neglect of duty, or malfeasance in office.

Sec. 2-224. - Meetings.

(a) The Planning Commission shall meet at the call of the Town Manager or the Town Manager's designee.

(b) Public notice conforming to the requirements of Section 2-61 hereof and Chapter 16 of the Code shall be required prior to any public hearing.

Section 2. Article X of Chapter 2 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

ARTICLE X – Board of Adjustment

Sec. 2-241. – Purpose.

A Board of Adjustment is hereby created to hear and decide appeals from and review any order, requirement, decision or determination made by any administrative official charged with enforcement of this Code.

Section 2-242. – Powers and duties.

(a) The Board of Adjustment may overturn or modify any order, requirement, decision or determination made by an administrative official charged with enforcing this Code when it determines that the official incorrectly applied this Code or exceeded his or her authority. In addition, where there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of this Code, the Board of Adjustment has the power, in passing upon all appeals, to vary or modify the application of the regulations or provisions of this Code relating to the use, construction or alteration of buildings or structures, or the use of land, so that the spirit of this Code is observed, public safety and welfare secured and substantial justice done.

(b) The concurring vote of 4 members of the Board of Adjustment shall be necessary to reverse any order, requirement, decision or determination of any administrative official, or to decide in favor of the applicant any matter upon which it is required to pass under this Article or to effect any variation of this Article.

Sec. 2-243. – Membership and term.

(a) The Board of Adjustment shall consist of 5 members appointed by the Board of Trustees. In addition to 5 regular, voting members, one Board of Trustee member shall serve as an ex officio member of the Board of Adjustment and may take part in discussions but shall not vote.

(b) The term of the ex officio member shall correspond to his or her official tenure. The term of each voting member shall be 3 years or until his or her successor takes office. A voting member may be removed by the Board of Trustees upon the filing of a written statement by a member of the Board of Trustees if, after

a public hearing, the Board of Trustees finds the member has committed inefficiency, neglect of duty, or malfeasance in office.

Sec. 2-244. - Meetings.

(a) The Board of Adjustment shall meet at the call of the Town Manager or the Town Manager's designee and shall fix a reasonable time for the hearing of all appeals.

(b) Public notice conforming to the requirements of Section 2-61 hereof and Chapter 16 of the Code shall be required prior to any public hearing.

Section 3. Article XII of Chapter 2 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

ARTICLE XII – Parks, Recreation and Trails Advisory Committee

Sec. 2-271. – Purpose.

The Town's health, welfare, beauty, and economic vitality would best be served if there was more coordination in planning for the maintenance and improvement of its parks, recreation, and trails; therefore, the Parks, Recreation and Trails Advisory Committee, a standing committee, is hereby created.

Sec. 2-272. - Powers and duties.

(a) The Parks, Recreation and Trails Advisory Committee shall have the power and duty to formulate and approve a Parks, Recreation, and Trails Master Plan; to review the maintenance and capital needs of the Town's parks, recreation facilities, and trails; to make recommendations to the Board of Trustees for additional resources that may be needed to address these needs; to recommend trail construction, maintenance, planning and acquisition; and to recommend capital projects that the Town should undertake to improve recreation facilities. The decision of the Parks, Recreation and Trails Advisory Committee shall be purely advisory in nature to the Board of Trustees. Upon the final adoption of any new version of the Master Plan by the Committee, the same shall be presented to the Board of Trustees for its approval.

(b) The Parks, Recreation and Trails Advisory Committee shall have the power to solicit donations and carry out fundraising campaigns as approved by the Board of Trustees and in accordance with the Town's Donation Solicitation policy. All funds donated shall be accepted in accordance with the Town's Donation Acceptance policy and given to the Town Clerk for deposit in a special designated fund maintained for this purpose by the Town.

Sec. 2-273. - Membership.

The Parks, Recreation and Trails Advisory Committee shall consist of 5 members appointed by the Board of Trustees. All members shall be residents of the Town. In addition to regular appointed members, one Board of Trustee member shall serve as an ex officio member of the Parks, Recreation and Trails Advisory Committee and may take part in discussions but shall not vote.

Sec. 2-274. Annual report.

At the first regular meeting of the Board of Trustees in February of each year, the chair of the Parks and Recreation Advisory Committee will submit a written report to the Board of Trustees summarizing the work of the Committee during the preceding calendar year. At that time, the chair of the Parks, Recreation and Trails Advisory Committee shall also present for the Board of Trustees review and approval a proposed work plan for the new year.

Section 4. Article XIII of Chapter 2 of the Green Mountain Falls Municipal Code is hereby repealed and reenacted to read as follows:

ARTICLE XIII – Fire Mitigation Advisory Committee

Sec. 2-281. - Purpose.

The public health, safety and welfare would best be served by effective coordination in fire mitigation activities between the Town and other regional governmental agencies. Therefore, a Fire Mitigation Advisory Committee is hereby established to advise the Board of Trustees and to coordinate with the El Paso County Emergency Management, the Colorado State Patrol, and other governmental agencies on fire-related issues affecting the Town and to develop a notification and evacuation plan for the Green Mountain Falls community.

Sec. 2-282. – Powers and duties.

The Fire Mitigation Advisory Committee shall have the power and duty to formulate fire mitigation plans, to coordinate with El Paso County Emergency Management, the Colorado State Patrol, and other governmental agencies on fire-related issues affecting the Town and to develop a notification and evacuation plan for the Green Mountain Falls community. The Fire Mitigation Advisory Committee shall work to carry out the recommendations in the "Action Recommendations for Structural Ignitability and Public Outreach" set forth in the Town of Green Mountain Falls Comprehensive Plan, adopted June 25, 2019, on p. 93, Table 2. The Fire Mitigation Advisory Committee may make further recommendations to the Board of Trustees for additional resources that may be needed to address these needs, and to recommend projects that the Town should undertake to improve the Town's resiliency to fire-related hazards. All activities of the Fire Mitigation Advisory Committee shall be subject to final approval of the Board of Trustees of the Town.

Sec. 2-283. - Membership.

The Fire Mitigation Advisory Committee shall consist of 5 members appointed by the Board of Trustees. All members shall be residents of the Town. Persons interested in becoming members shall complete and submit an application in accordance with the Town's Policy on Advisory Committees, Appointments to Outside Agencies and Volunteers. In addition to regular appointed members, one Board of Trustee member shall serve as an ex officio member of the Fire Mitigation Advisory Committee and shall take part in discussions but shall not vote.

Sec. 2-284.- Annual report.

At the first regular meeting of the Board of Trustees in February of each year, the chair of the Fire Mitigation Advisory Committee shall submit a written report to the Board of Trustees summarizing the work of the Committee during the preceding calendar year. At that time, the chair of the Fire Mitigation Advisory Committee shall also present for the Board of Trustees review and approval a proposed work plan for the new year.

Section 5. A new Article XIV is hereby added to Chapter 2 of the Green Mountain Falls Municipal Code to read as follows:

ARTICLE XIV - Boards, Committees and Commissions

2-291. – Creation.

Pursuant to the authority conferred by state statutes, there is hereby created a planning commission, a board of adjustment, a parks, recreation and trails advisory committee, and a fire mitigation advisory committee, which shall hereinafter for the purposes of this Article be referred to as "boards, committees, and commissions" or "board, committee or commission." All boards, committees, and commissions shall act in a purely advisory role to Board of Trustees unless expressly stated otherwise in this Code or statute.

2-292. – Applicability.

The provisions of this title shall apply to all boards, committees, and commissions except when the topic is specifically addressed in the section related to the individual board, committee, or commission.

2-293. – Members and alternates; appointments and requirements.

(a) All members of any board, committee, or commission shall be residents of the Town and shall be appointed by Board of Trustees. In making appointments, the Board of Trustees shall strive to select members representative of all community demographic and stakeholder groups. If any member ceases to reside in the Town, membership shall immediately terminate. All boards, committees, and commissions shall consist of 5 voting members. No member of

the Board of Trustees and no Town employee shall serve as a voting member of any board, committee, or commission. No person shall serve as a member or alternate member of more than one board, committee, or commission at the same time.

(b) The Board of Trustees may appoint alternate members to any board, committee, or commission, not to exceed 3 alternate members. Alternates are invited and requested to attend all meetings of the board, committee, or commission, but are not required to do so. Alternate members may take part in the discussion of any matter that comes before a board, committees, or commission, except for quasi-judicial matters, in which they may not participate unless they have been appointed in the place of an absent member. An alternate member may not vote on any matter unless designated to do so by the chair of the board, committee, or commission, in place of an absent member.

(c) Member Resignation. The chair shall inform the Town Clerk in writing within one week of any member's resignation.

(d) Persons interested in becoming members shall complete and submit an application in accordance with the Town's Policy on advisory Committees, Appointments to Outside Agencies, and Volunteers.

2-294. – Terms of office and appointment.

Appointments to all boards, committees, and commissions shall be made by the Board of Trustees for 3-year terms. Members shall serve without compensation. Initial terms of membership shall be as follows: Two members shall be appointed to a one-year term, two members shall be appointed to a two-year term, and one member shall be appointed to a three-year term. Thereafter, as the terms expire, all appointments shall be for a period of 3 years. Any members whose term expires may seek reappointment. Term limits shall not apply.

2-295. – Quasi-judicial hearings.

In any quasi-judicial or public hearing held before any board, committee, or commission, all evidence and testimony shall be presented publicly. The commission may use its expertise, technical competence, and specialized knowledge in evaluating evidence presented to it and shall have the power to weigh any evidence accordingly.

2-296. – Officer positions.

Each board, committee and commission shall appoint a chair and vice-chair annually during the first meeting of each calendar year. Each board, committee and commission shall appoint a secretary who may be a non-member who is an employee of the Town. Each board, committee or commission shall operate in accordance with the rules of procedure in Section 2-297. The board, committee or

commission chair shall notify the Town Clerk in writing within one week post-election of the names of officers.

2-297. – Rules of procedure.

Each board, committee and commission shall hold all meetings at Town Hall at regular intervals as set forth in the board, committee or commission's adopted bylaws. All meetings shall be open to the public, after posting full and timely notice of date, time, place, and subject matter of the meeting at the Town's designated posting locations. At each meeting, the public shall be given an opportunity for public comment. Full and timely notice shall be deemed to be at least 24 hours prior to the date and time of the meeting. Unless required otherwise in this Chapter, all boards, committees, and commissions shall meet regularly at least once each month, except when a quorum is not available, or there is no business to address. Each board, committee, or commission's secretary shall keep minutes of its meetings and records of its transactions, the secretary shall deliver them to the Town Clerk in a timely manner for submission to the Board of Trustees. Special meetings may be called by the chair, any 3 members, or the Town Manager with at least 24 hours' written notice. The chair has final authority to establish the agenda and will collaborate with other members and Town staff in its development. The chair or his or her designee shall serve as the conduit of communication between the board, committee, or commission and the staff liaison and Board of Trustees. A majority of the appointed non-vacant seats shall constitute a quorum.

2-298. – Authority and responsibility.

(a) Boards, committees, and commissions shall exercise their authority and shall be accountable to comply with the board, committee or commission's approved work plan, the Board of Trustees' goals, and with other Board of Trustees adopted rules or regulations. Unless otherwise provided by law, no board, committee, or commission, and no member of any board, committees, or commission shall have authority to act on behalf of the Town, including without limitation approving contracts, negotiating deals, spending or allocating Town funds, and negotiating transactions involving real or personal property.

(b) Within 90 days of creation, each board, commission or committee shall submit a set of bylaws to the Board of Trustees for review and approval. Bylaws shall, at a minimum, set the board, commission or committee's regular meeting date and time.

(c) Each board, committee or commission shall provide an agenda to the Town Clerk at least 24 hours prior to the date and time of each meeting and shall provide the Town Clerk with approved minutes following every meeting.

(d) In collaboration with Town staff, each board, committee, and commission shall submit an annual budget request to Board of Trustees, which furthers the accomplishment of that plan. Once funding has been approved through

the budgeting process, each board, committee, and commission may offer recommendations to the Town staff and Board of Trustees on the expenditure of those funds.

(e) No board, committee, or commission and no member of any board, committee, or commission shall have the authority to accept donations on behalf of the Town, to direct any Town employee, or to make operational decisions for the Town.

2-299. – Recommendations to Board of Trustees.

Each board, committee, and commission shall deliver recommendations to the Board of Trustees concerning its budget provisions and other matters within its purview as required herein, from time to time as directed by the Trustees, or as initiated by the board, committee, or commission. Board of Trustees shall approve annual board, committee, or commission work plans and may provide direction to boards, committees, and commissions regarding specific matters upon which the Board of Trustees desires the board, committee, or commissions to investigate and provide recommendations. Boards, committees, and commissions shall follow such direction and provide their recommendations to Board of Trustees via the means directed by the Board of Trustees.

2-300. – Removal.

Except as provided otherwise in this Chapter, the Board of Trustees shall have the power to remove any member of any board, committee or commission at any time with or without cause. Upon removal, the Board of Trustees shall fill any vacancy for the remainder of the vacated position's term. If there is less than one year remaining on the term, a person may, but need not, be appointed to fill the remainder of that term and the next full term.

2-301. – Staff liaison role.

The Town Manager may assign Town personnel to assist boards, committees, and commissions with budget proposals or any other duties as is necessary for the boards, committees, or commissions to adequately perform their functions.

2-302. – Subcommittees.

From time to time, the Board of Trustees or a board, committee, or commission may establish temporary or standing subcommittees to study issues or make recommendations. No formal action may be taken by a subcommittee. Subcommittee meetings shall be public meetings, shall comply with the rules of procedure set forth in Section 2-297, and shall be attended by at least one member of the board, committee or commission that formed the subcommittee. All subcommittee recommendations must be submitted to the appropriate board, committee, or commission.

2-303. – Remote participation.

Members of any board, committee, or commission may participate in meetings remotely, and any remote participation shall be pursuant to rules and regulations adopted by the Board of Trustees, as they may be amended.

Section 6. Prior Appointments Cancelled. With the exception of the Planning Commission and the Board of Adjustment, all appointments made by the Board of Trustees to boards, committees or commissions including, without limitation, those made by Resolution 2020-03, dated January 21, 2020, are hereby rescinded. The Parks and Recreation Advisory Committee is dissolved and created a new as the Parks, Recreation and Trails Advisory Committee. The Fire Mitigation Advisory Committee is dissolved and created anew. All seats are currently vacant, and residents interested in becoming a member in either committee shall complete and submit an application in accordance with the Town's Policy on Advisory Committees, Appointments to Outside Agencies and Volunteers.

Section 7. Repeal. All prior acts of the Board of Trustees inconsistent herewith are hereby repealed including, without limitation, Ordinance 2020-02 establishing the Fire Mitigation Advisory Committee, Resolution 2017-09 establishing a trails committee, and Resolution 2009-08 establishing policies for the formation of advisory committees.

Section 8. Bylaws for Planning Commission and Board of Adjustment. Within 90 days of the Effective Date of this ordinance, the Planning Commission and Board of Adjustment shall submit to the Board of Trustees for review and approval a set of bylaws that comply with Section 2-298(b) Green Mountain Falls Municipal Code, set forth above.

Section 9. Safety Clause. The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Green Mountain Falls, that it is promulgated for the health, safety and welfare of the public and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that this Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 10. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 11. Effective Date. This Ordinance shall be effective thirty (30) days after publication.

INTRODUCED AND ORDERED PUBLISHED the 7th day of July, 2020, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the 7th day of July, 2020.

Jane Newberry
Jane Newberry, Mayor

ATTEST:

Angie Sprang
Angie Sprang, Town Manager

Published in the Pike Peaks Courier, 7/22 2020.

Fire Mitigation Committee
Scope and Recommended Practices
11/24/2020

Introduction:

The Fire Mitigation Committee was established under Chapter 2, Article 8 of the Municipal Code on July 7th of 2020. That Code identifies “what” the Committee may do (Scope). To paraphrase; this Committee is to develop fire mitigation plans, coordinate with other Governmental agencies on the town’s fire-related issues and to develop a notification and evacuation plan for the Town of Green Mountain Falls. In addition, this Committee is to carry out and make recommendations to the Board of Trustees in accordance with the Comprehensive Strategic Plan.

Comprehensive Strategic Plan:

This plan was adopted in 2019 and contains several elements related to fire mitigation. In particular, Sections 3.2 and Appendix A contain strategic and specific items for protecting our community.

Recommended Practices:

The following are best practices which can help teams be successful.

- Meetings
 - Have clear, unambiguous agendas that identify the expected outcome of the agenda item. For example; if the agenda item is to make a recommendation to the Board of Trustees, identify the “recommendation” as the outcome.
 - The public should be allowed a comment period during the meeting. Questions that a member of the public poses to the committee may be answered at the discretion of the committee/chair. Committee members may ask questions of the public as needed.
 - Keep debates during the meetings under control. While it is necessary to have some dialog during the meetings, it is very easy to have dialogs turn into unproductive debates. The Chair of the committee needs to recognize when discussions have become unproductive and intervene to bring the discussion either back to meaningful dialog; or end the discussion. Committee members can also bring a discussion to an end by making a Motion. If the Motion fails, then the discussion can continue.
 - Keep action item registers with individuals responsible for the actions and due dates. Once an action is closed, it is recommended to move it to a closed action item register so that the action is archived, but retrievable.
 - Keep minutes of the meetings that identify the Motions and how each member voted.
 - Remember to treat all participants as valued. Avoid interruptions and don’t try to talk over each other. Establish meeting etiquette criteria and have it visible for all meetings.
- Interactions with the Board of Trustees (BoT)

- The Board of Trustees is the elected body for the community. As such, the committee needs to ensure they are in a supportive and collaborative role with the BoT.
- Periodic reporting. It is recommended that this committee supply regular reports to the BoT that include accomplishments and any barriers to completing tasks and/or issues.
- Issues. It is highly recommended that the committee forward any issues that may arise directly to the Mayor and City Manager so that the issue can be brought to the attention of the BoT.
- Periodically, review the Comprehensive Strategic Plan with the BoT (or their representative) to ensure a collaborative effort to identify and work the elements of that Plan and their timing.
- Interactions with the Public
 - Committee members are public servants and should present themselves as such.
 - There may be times when members of the public communicate directly with a committee member outside of a meeting. Committee members should not make any commitments as the Fire Mitigation Committee does not have authority to do implementation. Committee members should consider forwarding communications they have received to the Mayor and Town Manager as it may pertain to town business. If a member of the public has an issue with a staff member, that member of the public needs to be redirected to the Mayor and/or Town Manager.
 - Only present information to the Public that has been collectively agreed to by the Committee. It is also acceptable to identify what the Committee may be working on, but only at a very high level (i.e. “we are working on an evacuation plan”).

Task Recommendations:

The following are recommendations that can assist the Fire Mitigation Committee with getting started on their activities:

- Elect officers. One of the first things that should be done by the committee is to elect officers. A Chair and Vice-Chair are recommended.
- Agree on an agenda format. A sample format is attached to assist with that task.
- Agree on any procedural elements for how meetings will be conducted. Document any of these processes so that they can be referred to and/or adjusted as necessary.
- Potential initial tasks (from the Comprehensive Strategic Plan Section 4.4):
 - Item 2.1, Develop wildfire public education brochures that build off existing documents (e.g., “Living with Wildfire” booklet).
 - Item 2.3, Build on existing documents to create fire-safety and fire-awareness posters for public places.
 - Item 2.4, Conduct hazard assessments for homeowners; use Firewise or similar door tags. 2.12.
 - Item 2.6, Work with El Paso County emergency Management and Colorado State Patrol to develop a notification and evaluation plan for the community.

Sample Agenda:



Town of Green Mountain Falls Agenda

Fire Mitigation Committee Regular Meeting (Date)

*Zoom Online Meeting Information

Meeting Link: Insert Link Meeting ID: **Insert Meeting ID**

Meeting Password: **Insert Meeting Password**

Please register for public comment by 4:00 PM, (insert date): **clerk@gmfc.us**

Types of Outcomes: Information, Discussion, Action (assign action item), Recommendation to BoT, Approval (agenda/minutes)

| TIME** | | ITEM | DESIRED OUTCOME |
|--------|----|--|-------------------------------|
| 6:30 | 1. | CALL TO ORDER | |
| 6:30 | 2. | ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA | Action/Approval |
| 6:30 | 3. | PUBLIC COMMENT The Committee will hear testimony on items not germane to the agenda | Information |
| | | NEW BUSINESS | |
| 6:40 | 4. | Insert Agenda Item(s) in individual rows, add rows as needed. | See "Types of Outcomes" above |
| | | OLD BUSINESS | |
| 7:00 | 5. | Insert Agenda Item(s) in individual rows, add more rows if needed | See "Types of Outcomes" above |
| 7:10 | 6. | ADJOURN | |

*Until further notice, Fire Mitigation Committee meetings will be held virtually using Zoom

**Please note, times are approximate

Sample Action Item Register:

| | | | | | | | | |
|-------------------|--|--------------------------------------|-----------------------------|-------------------------------|-------------------------------|-------------------------------|---------------------|--------------|
| | | Fire Mitigation Committee Actions | | | | | | |
| | | | | | | | | |
| <u>Item #</u> | <u>Official Number (if needed)</u> | <u>ACTION</u> | <u>FMC Rec Approve?</u> | <u>BoT Approved ?</u> | <u>Who Has Action</u> | <u>Date Assign ed</u> | <u>Date Due</u> | <u>Notes</u> |

Grants & Funding Assistance

The Colorado State Forest Service helps individuals, landowners, community groups and others secure grants and assistance for projects that promote healthy forests in Colorado, whenever opportunities arise.



Assistance Programs

Forest Restoration & Wildfire Risk Mitigation Grant Program

The Colorado State Forest Service (CSFS) is accepting Forest Restoration and Wildfire Risk Mitigation (FRWRM) grant applications for projects on non-federal lands in Colorado for the purposes of:

1. Fuels and forest health projects, and/or
2. Capacity building projects

Eligible applicants include local community groups, local government entities (such as fire protection districts, public and private utilities), state agencies and non-profit groups.

The FRWRM program was established through Senate Bill 17-050 to provide state support in the form of competitive grant funds that encourage community-level actions across the state to:

- Reduce the risk of wildfire to people, property and infrastructure in the wildland-urban interface (WUI)
- Promote forest health and forest restoration projects
- Encourage utilization of woody material for traditional forest products and biomass energy

Successful applicants will receive final award approval with approximate project start date on April 1, 2021.

Additional information about the program purpose, requirements and eligibility can be found in the request for applications (RFA). Applicants are strongly encouraged to contact local [CSFS Field Offices \(https://csfs.colostate.edu/areas/\)](https://csfs.colostate.edu/areas/) for support and guidance in developing projects and applications.

Past FRWRM grant recipients include non-profit groups, conservation districts, fire departments, fire protection districts, homeowners and road associations, counties and cities. Project awards have ranged from roughly \$4,400-\$231,750 for both capacity and fuels and forest health treatments in communities across Colorado.

[Request for Applications](#)

[2020-2021 FRWRM Grant Program Request for Applications \(//csfs.colostate.edu/media/sites/22/2020/11/2020-2021_FRWRM_Grant_Program_RFA_Round4.pdf\)](https://csfs.colostate.edu/media/sites/22/2020/11/2020-2021_FRWRM_Grant_Program_RFA_Round4.pdf) (750 KB PDF)

Supplemental Directions for Creating Required Maps

[2020-2021 FRWRM Supplemental Directions for Creating Maps \(//csfs.colostate.edu/media/sites/22/2020/11/2020-2021_FRWRM_Supplemental_Directions_for_Creating_Maps.pdf\)](https://csfs.colostate.edu/media/sites/22/2020/11/2020-2021_FRWRM_Supplemental_Directions_for_Creating_Maps.pdf) (80 KB PDF)

Fuels and Forest Health Projects

[2020-2021 FRWRM Grant Instructions & Score Sheet Fuels and Forest Health Projects \(//csfs.colostate.edu/media/sites/22/2020/11/2020-21_FRWRM_Grant_Instructions_Fuels_and_Forest_Health_Projects.pdf\)](https://csfs.colostate.edu/media/sites/22/2020/11/2020-21_FRWRM_Grant_Instructions_Fuels_and_Forest_Health_Projects.pdf) (450 KB PDF)

[2020-2021 FRWRM Grant Application Fuels and Forest Health Projects \(//csfs.colostate.edu/media/sites/22/2020/11/2020-21_FRWRM_Grant_Application_Fuels_and_Forest_Health_Projects.pdf\)](https://csfs.colostate.edu/media/sites/22/2020/11/2020-21_FRWRM_Grant_Application_Fuels_and_Forest_Health_Projects.pdf) (300 KB PDF)

Capacity Building Projects

[2020-2021 FRWRM Grant Instructions & Score Sheet Capacity Building \(//csfs.colostate.edu/media/sites/22/2020/11/2020-21_FRWRM_Grant_Instructions_Capacity_Building.pdf\)](https://csfs.colostate.edu/media/sites/22/2020/11/2020-21_FRWRM_Grant_Instructions_Capacity_Building.pdf) (450 KB PDF)

[2020-2021 FRWRM Grant Application Capacity Building \(//csfs.colostate.edu/media/sites/22/2020/11/2020-21_FRWRM_Grant_Application_Capacity_Building.pdf\)](https://csfs.colostate.edu/media/sites/22/2020/11/2020-21_FRWRM_Grant_Application_Capacity_Building.pdf) (250 KB PDF)

Submit applications to your local CSFS Field Office by Dec. 11, 2020 at 5 p.m. MST

CSFS Field Offices (<https://csfs.colostate.edu/areas/>)

Colorado Forest Legacy Program

The Forest Legacy Program authorizes the Colorado State Forest Service or U.S. Forest Service to purchase permanent conservation easements on *private* forestlands to prevent those lands from being converted to non-forest uses.

The program provides an opportunity for private landowners to retain ownership and management of their land, while receiving compensation for unrealized development rights. [More about the Forest Legacy Program \(https://csfs.colostate.edu/forest-legacy-program\)](https://csfs.colostate.edu/forest-legacy-program)

For more information, contact [Carolyn Aspelin \(mailto:carolyn.aspelin@colostate.edu\)](mailto:carolyn.aspelin@colostate.edu) at (970) 491-1869.

Landowner & Community Assistance

A variety of programs for homeowners and landowners exist through the Colorado State Forest Service (CSFS) and other natural resource agencies to assist them in managing their forested property.

The CSFS is committed to helping homeowners and landowners promote healthy and sustainable forest conditions. One of the ways we do this is by emphasizing action on state, private and other non-federal lands, and providing technical and financial assistance to those that have demonstrated a commitment to effectively manage their property.

Programs Offered through CSFS

- [Forest Ag \(https://csfs.colostate.edu/forest-ag-program/\)](https://csfs.colostate.edu/forest-ag-program/)
- [Forest Legacy Program \(https://csfs.colostate.edu/forest-legacy-program/\)](https://csfs.colostate.edu/forest-legacy-program/)
- [Forest Stewardship Program \(https://csfs.colostate.edu/forest-stewardship-program/\)](https://csfs.colostate.edu/forest-stewardship-program/)
- [Tree Farm Program \(https://csfs.colostate.edu/tree-farm/\)](https://csfs.colostate.edu/tree-farm/)

Other Programs

The following document outlines forestry/agroforestry and cost-share programs for Colorado landowners and communities.

[Download the PDF \(https://csfs.colostate.edu/media/sites/22/2016/05/Landowner-CommunityFinancialAssistancePrograms-rev042114web.pdf\)](https://csfs.colostate.edu/media/sites/22/2016/05/Landowner-CommunityFinancialAssistancePrograms-rev042114web.pdf)



Natural Resources Grants Database

Mitigation Income Tax Subtraction

About Us

Agency Profile (<https://csfs.colostate.edu/agency-profile/>)

Critical Issues (<https://csfs.colostate.edu/critical-issues/>)

News Releases & Media Contact (<https://csfs.colostate.edu/news-releases/>)

Programmatic Areas (<https://csfs.colostate.edu/programmatic-areas/>)

Strategic Priorities (<https://csfs.colostate.edu/strategic-priorities/>)

Opportunities

Employment (<https://csfs.colostate.edu/employment/>)

Grants & Funding (<https://csfs.colostate.edu/funding-assistance/>)

BYLAWS

ARTICLE I **GENERAL**

SECTION 1. POWERS AND DUTIES. The Green Mountain Falls Fire Mitigation Committee (the "Fire Mitigation Committee") acting by and through its appointed members, shall have all the powers granted by the Board of Trustees of Green Mountain Falls (the "Board of Trustees") and the Colorado Revised Statutes and shall perform all duties provided therein.

SECTION 2. OFFICE. The office of the Fire Mitigation Committee shall be virtual until such a time as an office can be located at the Green Mountain Falls Town Hall.

ARTICLE II **DIRECTORS**

SECTION 1. APPOINTMENT AND TERMS. The appointment and the terms of office of the members of the Fire Mitigation Committee shall be as provided by resolution of the Board of Trustees.

SECTION 2. REMOVAL. Members may be removed by the Board of Trustees as provided by resolution of the Board of Trustees.

SECTION 3. CODE OF ETHICS. Each member of the Fire Mitigation Committee shall comply with the Town's Code of Ethics as set forth in Article XI, Chapter 2, of the Green Mountain Falls Municipal Code, as amended (the "Code"). If any member has a conflict of interest, as defined by the Code, with regard to any matter before the Fire Mitigation Committee, the member shall follow the disclosure and other requirements of Section 2-62 of the Code, as amended.

SECTION 4. ALTERNATES. By resolution, the Board of Trustees has appointed alternate members of the Fire Mitigation Committee. At each meeting of the Fire Mitigation Committee, if a regular member is not present at the time of roll call, an alternate member who is present at the time of roll call shall be seated as a member for that meeting, by motion of the Fire Mitigation Committee. Alternate members may take part in the discussion of any matter that comes before the Planning Commission, except for quasi-judicial matters, in which they may not participate unless they have been a) appointed in the place of an absent member for the duration of the matter and b) designated to do so by the chair in place of an absent member. Alternate members may not serve as officers of the Fire Mitigation Committee.

ARTICLE III **OFFICERS**

SECTION 1. ELECTION. The officers of the Fire Mitigation Committee shall be a Chair, a Vice-Chair and a Secretary, they shall be elected annually by the Fire Mitigation Committee at the first regular meeting of each calendar year, and they shall assume their duties upon election. In the same manner, the Fire Mitigation Committee shall also elect a secretary who may be a non-member, employee of the Town, whose job description includes secretarial duties.

SECTION 2. CHAIR. The Chair shall preside at all meetings of the Fire Mitigation Committee. Except as otherwise authorized by resolution of the Fire Mitigation Committee the Chair shall sign all contracts, deeds and other instruments made by the Fire Mitigation Committee. The Chair shall appoint such standing sub-committees as authorized by a vote of the Fire Mitigation Committee.

SECTION 3. VICE-CHAIR. The Vice-Chair shall perform the duties of the Chair in the absence from the Town or incapacity of the Chair; and in case of a vacancy in the office of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Fire Mitigation Committee selects a new Chair from among its members.

SECTION 4. SECRETARY. The Secretary shall attest to the signature of the Chair on documents, keep the records of the Fire Mitigation Committee, shall record all votes, and shall cause to be kept a record of the proceedings of the Fire Mitigation Committee in a journal of proceedings to be kept for such purposes, and shall perform all other duties incident to this office. The Secretary may be a non-member of the Fire Mitigation Committee who is employed by the Town.

SECTION 5. ADDITIONAL DUTIES. The officers of the Fire Mitigation Committee shall perform such other duties and functions as may from time to time be required by the Board of Trustees.

SECTION 6. VACANCIES. Should the office of Chair, Vice-Chair, or Secretary become vacant, the Fire Mitigation Committee shall select a successor from its membership at the Fire Mitigation Committee 's next regular meeting to serve for the unexpired term of said office.

ARTICLE IV **MEETING**

SECTION 1. REGULAR MEETINGS. A regular meeting shall be held at Town Hall on the second Tuesday of each month with notice as required by Colorado law and the Code. If additional room or facilities are needed, with approval of the Board of Trustees or Town Manager, the Chair may change the site of the meeting to another public location within the Town of Green Mountain Falls that is open and accessible to the general public, provided notice of such change is made not less than 24 hours prior to the scheduled meeting time.

SECTION 2. SPECIAL MEETINGS. Special meetings may be called by the Chair, any 3 members, or the Town Manager with at least 24 hours' written notice.

SECTION 3. QUORUM. A majority of the appointed non-vacant seats shall constitute a quorum, but a smaller number may adjourn until a quorum is obtained.

SECTION 4. VOTING. When a quorum is in attendance, action may be taken by the Fire Mitigation Committee upon an affirmative vote of the majority of the members present. The yeas and nays shall be entered upon the minutes of every meeting, except where there is a unanimous vote.

SECTION 5. ABSENCES. A member who is unable to attend a meeting shall notify the Secretary in advance of the meeting, stating the reason for his or her absence. More than ___ () absences from meetings within any calendar year may constitute the basis for removal. Remote participation pursuant to rules and regulations adopted by the Board of Trustees, as they may be amended, shall not constitute an absence.

SECTION 6. RULES OF PROCEDURE. The meetings of the Fire Mitigation Committee shall be conducted according to the Fire Mitigation Committee's adopted Rules of Procedure, which may, in the future, be revised to include procedures for allowing members to participate in meetings through telephonic or digital means.

SECTION 7. OPEN MEETINGS. The Fire Mitigation Committee shall make all policy decisions, pass resolutions, adopt rules and regulations, and take action only at meetings open to the public. Notices of meetings shall be posted in compliance with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*, and the Code.

SECTION 8. EXECUTIVE SESSIONS. The Fire Mitigation Committee may enter into executive sessions as permitted by the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* Attendance at executive sessions shall be limited to the members of the Fire Mitigation Committee and such persons as the Fire Mitigation Committee may also invite as required for advice and information.

ARTICLE V **MANAGEMENT**

SECTION 1. POLICIES. The Fire Mitigation Committee may adopt policies as it deems appropriate. All policies shall be reviewed by the Board of Trustees before adoption, and all adopted policies shall be available for public inspection at the Town Clerk's office.

SECTION 2. ANNUAL REPORT AND WORK PLAN. Annually the Fire Mitigation Committee shall present to the Board of Trustees a written report summarizing the work of the Fire Mitigation Committee during the preceding calendar year. At that time, the Fire Mitigation Committee shall also present for the Board of Trustees review and approval a proposed work plan for the new year.

SECTION 3. RELATIONSHIP WITH THE TOWN OF GREEN MOUNTAIN FALLS. The Planning Commission, its officers and members shall always strive to provide regular and comprehensive communications regarding the Fire Mitigation Committee's activities with the Mayor, Board of Trustees and Town Manager of the Town of Green Mountain Falls. The Fire Mitigation Committee shall cooperate with the Town of Green Mountain Falls to further the Town's adopted goals.

SECTION 4. GIFTS. Neither the Chairperson nor any member of the Fire Mitigation Committee shall accept donations on behalf of the Town. Offers of donations shall be forwarded to the Town Manager for handling according to the Town's Donation Acceptance policy.

ARTICLE VI **BOOKS AND RECORDS**

SECTION 1. RECORDKEEPING. The Fire Mitigation Committee shall maintain adequate and correct accounts of its meetings, policies, resolutions, and activities. All records shall be open to inspection by the public at any reasonable time.

SECTION 2. RECORDS TO BE PUBLIC. All resolutions and orders, as soon as practicable after their passage, shall be recorded in a book kept for that purpose and authenticated by the signature of the Chair and attested to by the Secretary. A record shall also be made of all other proceedings of the Fire Mitigation Committee, with minutes of the meetings and reports entered into the record. Said records shall be public records, shall be open to inspection as required by law, and shall be provided to the Town Clerk.

ARTICLE VII

APPROVAL, AMENDMENT TO AND SUSPENSION OF BYLAWS

SECTION 1. These Bylaws shall be reviewed and approved by the Board of Trustees.

SECTION 2. AMENDMENT. Amendments to these Bylaws are subject to Board of Trustee approval after adoption by Fire Mitigation Committee following first reading at the previous meeting.

SECTION 3. SUSPENSION. Any requirement of these Bylaws may be waived by a written consent signed by all members, except those required by law.

Adopted [date] _____, by Res. No. _____

Approved by the BOT on _____ [date]

From: [Todd Dixon](#)
To: [Town Clerk](#); [Julia Simmons](#)
Subject: Draft Guide for Fire Mitigation
Date: Tuesday, November 24, 2020 10:52:53 AM
Attachments: [Fire Mitigation Committee.docx](#)

Hi,

I've drafted some "recommended practices" for the Fire Mitigation Committee. I did a "recommended practices" because the "scope" (the 'what') is actually defined in the Code. This document would be more of a "how" type of document.

Julia - feel free to forward this on to Lamar.

Please let me know if I need to do anything else.

Thanks!
Todd



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